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Perhaps few have ever thought of it, but it is a fact that most of the Agency's efforts eventually wind up in some form of printed material. There are the many reports produced daily; the various publications, regulations, etc.; the [redacted] daily publications; the thousands of photographic prints; the various types of clandestine printed material; the administrative printing required for our day to day operations; and many other types of printed material.

Printing plays such an important role in the Agency's every day life that it has been referred to as the "life blood" of the Agency. Though this may be considered an exaggeration by some, it is indeed difficult to imagine doing our job without adequate printing support.

While it is true that printing plays a vital role in the Agency's affairs, it is likewise true that comparatively little is known about this function and the organization which has the responsibility for it. Many Agency personnel are not familiar with the various printing services available to them from an established Agency component.

The Office of Logistics has the responsibility of producing the Agency's printing. It likewise has the responsibility for furnishing advice and assistance to all Agency components on all matters pertaining to printing. These functions are performed by the Printing Services Division, which operates the headquarters printing facilities. These facilities are extremely versatile and can produce any type of printing.

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and photography in any quantity. The Printing Services Division renders technical advice and assistance on all printing problems. The Division reviews requests for printing equipment to be used by other Agency components in order to assist in obtaining the best equipment for the job to be done. Assistance is given on planning printing jobs to assure the most economical and satisfactory job. Large printing programs are carefully planned in advance to assure the best possible results and the most economical use of facilities.

Printing, as referred to here, includes all types of duplicating as well as quality color printing. It includes every type of commercial photography as well as motion picture processing. Mimeograph, ditto, and multilith are included in the duplicating capability while letterpress and all phases of offset make up the printing capability. Type setting capability includes machine (Linotype and Monotype) composition, hand type setting and Varitype and other typewriter-type composing. Press capacity includes a large two-color offset press, various size single color offset and letter presses and a two-color rotary letterpress capable of printing light weight paper at high speeds. Necessary bindery and finishing operations complement these printing capabilities.

The Agency headquarters printing facilities exist to service the entire Agency -- headquarters and field. While it is recognized that printing should usually be produced in reasonably close proximity to the point of use, it is also recognized that there are occasions when

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field printing can and, because of the particular circumstances, should be produced by headquarters facilities. Field stations having a need for headquarters printing support should make their needs known to the appropriate area division who in turn should consult with the Printing Services Division.

The productive capacity and technical knowhow of the Printing Services Division are available for the asking to all Agency components.

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